

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

SEASONAL VACANCY ANNOUNCEMENT

03/23/04

Does not confer to Civil Service Status

POSITION: **Recreation Specialist (Seasonal Aquatics)**

ANNOUNCEMENT# **SP 48-04**

NF-0188-03

Salary: \$13.00 per hour

LOCATION: MWR Dept., Fitness & Sports/NSA
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open

(1) Position, Fulltime

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Responsible for coordinating the operation of pools, beaches and related facilities. Coordinates the day day operations of the summer aquatic programs including lessons, parties, special events, swim meets, PRT, and all related activities. Reviews patron usage, and assesses needs. Researches and recommends additions and/or changes to current programming, providing data to substantiate. Ensures programs are suited to site patronage and within facility limitations and meet time and financial constraints. Oversees the maintenance of all pools and equipment. Keeps accurate maintenance records and maintains proper water chemistry at all times. Establishes internal controls over all pool related facilities, equipment, supplies and fees. Coordinates with Public Works Center, and local contractors regarding pool maintenance problems. Ensures maintenance and cleanliness of all facilities and equipment. Administers all safety programs related to pools and maintains a safe and healthful environment for all pool personnel and patrons. Enforces all regulations, laws, instructions, rules, and safety requirements at all times. Orders supplies, chemicals and equipment. Performs other related duties as assigned.

QUALIFICATIONS: Minimum 2 years prior experience as a lifeguard with a minimum six months experience in a leader or supervisory role is required. Knowledge of effective lifeguarding procedures and techniques. Knowledge of maintenance and repair of pool equipment/machinery, maintaining proper water chemistry, and sanitation. Ability to communicate well both verbally and in writing. Skill in performing and teaching techniques of swimming and lifesaving. Ability to learn and comply with all Navy health and safety requirements as well as program policies and procedures.

Special Requirements: As a condition of employment, the employee must obtain the Hepatitis B Virus (HBV) vaccination or complete the HBV declination form prior to first day off work due to possible occupational exposure to blood and other potentially infectious materials. Must possess and maintain a current state driver's license. Must possess and maintain following certifications: Lifeguard, CPR and First Aid. Irregular tour of duty, including nights (until 2000 at latest) and weekends is required.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214

or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC

name

and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)